

Associate Personnel Analyst

Permanent—Full Time

Position Number 339-100-5142-900

SALARY RANGE: \$4,488- \$5,618

DUTIES: Under the general direction of the Human Resources Manager, the Associate Personnel Analyst performs the full range of the more complex personnel duties involving research and analysis on all facets of personnel management. The ranges of duties include but are not limited to:

Classification and Pay (50%)

- Research, analyze, and make recommendations on position requests including, preparing classification change proposals, justifications, training and development plans, out-of-class assignments, and duty statements using proven personnel techniques such as on-site position audits, classification analysis and comparison, subject matter expert input, and applying the appropriate laws, rules, and regulations.
- Shepherd, analyze, and advise on all aspects of the hiring process including job announcements, screening applications for eligibility, ordering certifications, requesting appropriate list usage, determining candidates meet the minimum qualifications of the classification; interview question development, personnel file review, salary determination, etc. while ensuring compliance with all applicable laws, rules, and regulations and that files are backed with supporting documentation. Review personnel documents in order to assist the office in meeting staffing and performance needs such as reviewing potential employee personnel files.
- Provide personnel management consultation and advice to supervisors and managers on the appropriate interpretation and application of personnel laws, rules; position allocation; classification studies; establishing new or revising positions; reorganizations on position levels and staffing numbers; and policies and procedures. Make recommendations and facilitate the implementation of appropriate courses of action.
- Act a lead to the personnel transactions specialist. Independently resolve problems and make decisions on difficult and/or unusual payroll transactions issues.
- Conduct compliance checks on employee payroll and time records; verify time worked and wages paid to each employee; extract pay data, time records and determine correct wages have been paid; verify data entry into the leave accounting system is correct. Utilize a wide range of analytical skills in gathering and analyzing information and drawing appropriate conclusions.

Examinations and Certifications (35%)

- Conduct job analyses for examinations, develop examinations and test items, determine pass point, create benchmark rating criteria, conduct pilot testing, and all other tasks related to exam development and validation while considering SPB laws and rules, Federal Uniform Guidelines on Employee Selection, and other relevant regulations.

Continued on next page

Continued from previous page

- Administer examinations in accordance with the State Personnel Board rules and regulations and ensure compliance with all applicable rules and regulations. Evaluate, plan, and execute the entire examination process through all stages of the examination, including but not limited to, developing the examination plan (e.g., written, oral, Education and Experience), preparing, posting and tracking exam bulletins, performing application review, determining candidate eligibility, preparing appropriate candidate correspondence, arranging of examination site, preparing and arranging of materials needed, inputting candidate examination information into the office system, creating eligible lists, generating various reports, and conducting post examination analyses.
- Order certification lists and contact letters using the Department of Human Resources' on-line certification system; mail contact letters to candidates and code returned contact letters and post the information in the certification system. Track data to ensure that certification lists and employee eligibility is maintained in the certification system. Process requests from other departments to transfer list eligibility and request use of appropriate lists.

Policy Development and Program Administration (10%)

- Research, analyze, facilitate, and assist in the administration of human resources programs, including but not limited to, Reasonable Accommodation, FMLA/CFRA rights, Worker's Compensation, Return-to-Work, leave of absence administration and CEA/Exempt appointments and return rights, and the Employee Assistance program.
- Participate in work teams in order to facilitate such activities as personnel process improvement, formulating policy and procedures, problem resolution and other personnel projects by providing expertise and analysis in a variety of personnel subject areas.

Personnel Management Duties (5%)

- Provide personnel management consultation to staff and executive management on the appropriate interpretation and application of personnel laws, rules, policies and procedures as they relate to the California State Auditor and recommend an the appropriate course of action.

DESIRABLE QUALIFICATIONS:

- Experience in performing personnel-related work in state government.
 - Experience in interpreting and applying employment laws, rules, and regulations.
 - Experience in analyzing and solving difficult personnel problems.
 - Exceptional communication skills both orally and in writing.
 - Ability to anticipate or identify problems and their causes and develop potential solutions or improvements using innovative and creative approaches.
 - Ability to maintain confidentiality of all information entrusted to the position.
 - Ability to work independently and meet deadlines while managing multiple assignments.
-

APPLICATION REQUIREMENTS:

In addition to your **STD. 678** application, please provide a **Statement of Qualifications (SOQ)** for the hiring manager's review. Responses must be no longer than two pages, single spaced, using a 12-point font size. **Your SOQ must address the following:**

-
- 1. Describe your work experience and knowledge in the State human resources field.**
 - 2. Describe your experience researching, analyzing, and interpreting rules to resolve a human resources issue.**
-

TO APPLY, send or deliver a completed STD.678 and SOQ to:

Location

California State Auditor
Human Resources Office
621 Capitol Mall, Suite 1200
Sacramento, California 95814

Contact

Lynne Gaal
(916) 445-0255, ext. 226
lynneg@auditor.ca.gov

FINAL FILING DATE: JUNE 15, 2015

All applications must be postmarked no later than the final filing date. **Applications postmarked after the final filing date will not be accepted for any reason.**

SELECTION PROCESS: Current state employees with status in Associate Personnel Analyst classification, lateral transfers from an equivalent classification, former state employees who can reinstate into this classification, and persons who are reachable on a current employment list for this classification may apply. The office may use the Associate Governmental Program Analyst (AGPA) employment list to fill this position. Candidates must meet the minimum qualifications for both the Associate Personnel Analyst and the AGPA in order to be appointed to the position.

All interested applicants must submit a STD. 678 (with an original signature) and indicate the basis of their eligibility on the STD. 678. Failure to provide eligibility information may result in disqualification from the hiring process. **Emailed applications and applications without an SOQ will NOT be accepted.** All appointments will be made in accordance with applicable personnel laws and rules. Only those appearing most qualified will be interviewed. Additional hires may be made from this bulletin if positions become available.

Upon appointment, all employees are subject to **fingerprinting and having a background check conducted**. All State Auditor's Office employees are excluded from collective bargaining.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.